

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: August 13, 2015</b>
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## **BUS DISCIPLINE POLICY**

Lake Forest School District students have the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all students while waiting for the school bus and while traveling to and from school is necessary for a safe and enjoyable ride.

The Lake Forest Board of Education has established student behavior policies which apply to all students while on the school bus and in school bus loading or unloading areas. Each individual student, as well as their parents/guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to District behavioral policies. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion, or suspension from school. Decisions regarding students with 504 plans and IEP's plans will follow disability laws/regulations and individual education requirements pertaining to transportation.

School buses are extensions of the school day. The school bus driver has the authority to assign seats at any time. The sexual/racial/religious harassment policy, the weapons policy, and bullying policy will be strictly enforced on the school bus.

Buses are equipped to use video cameras to help enforce discipline and may be viewed by administration to assist with disciplinary decisions. Parents of transported children will be held responsible for their children until such times as the child boards the school bus in the morning and after the child leaves the bus at the end of the school day. Parents also share responsibility with the child for their conduct while on the school bus and in school bus loading or unloading areas.

Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus will have their riding privileges suspended or revoked. The parent/guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school. The District will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. In addition, unacceptable conduct on the school bus or at the school bus stop may result in suspension or expulsion from school.

The bus driver has the same authority over the student as the classroom teachers. The driver may use reasonable means of disciplinary action as the first steps of intervention. Bus riding expectations need to be a key element of the discipline procedure. Except in the extreme cases of misbehavior enumerated in the steps below:

The following may suspend a student's riding privileges:

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1. Building Administrator or designee
2. Transportation Supervisor
3. The immediate administrative supervisor of the Transportation Supervisor, or
4. The Superintendent

Each school will assign a school bus designee(s) for the school bus areas. Responsibilities of the school bus designee include:

1. Being present daily in the bus area in order to maintain communication with all bus drivers.
2. Reviewing each case assuring that the data is complete and accurate.
3. Contacting parents, the building administration, and the Transportation Supervisor as deemed necessary.
4. Working in conjunction with the building administration to determine appropriate disciplinary action.
5. Attending each year's initial training session for bus drivers.

Parents play a vital role in bus discipline. The District will provide education and awareness that correlates with processes and procedures, while asking for their input and cooperation. The following steps shall be followed when dealing with discipline problems and should begin as soon as a student shows any sign of misbehavior:

#### STEP ONE

A bus driver who is experiencing a problem with a student will attempt to resolve the problem as quickly as possible on an informal basis. Examples would include discussion with the student on a one-on-one basis, changing seat assignment, contacting parents, etc.

#### STEP TWO

Student Conduct reports are used by bus drivers to inform school staff and parents/guardians of disciplinary incidents involving their children on the school bus. Conduct reports are written only after the driver attempts to eliminate the problem. If the driver feels the student's conduct was severe, a report is written as soon as possible. The driver will make parents contact when a Student Conduct Report is written.

These reports shall be turned into the appropriate school office within 24 hours of the conduct. The school office will review and act on the report within 48 hours of receipt. The schools will send the report home so the parents/guardians are aware of the conduct. Consequences for school bus misconduct will be in the discretion of the administration of the child's school, Transportation supervisor, immediate administrative supervisor of the Transportation Supervisor, or the Superintendent. Riding privileges can be suspended or revoked due to excessive or repeated violations of ridership rules. Parents or guardians will be notified by the building principal or their designee as soon as possible of any suspension of bus privileges prior to the suspension beginning.

#### CLASSIFICATION OF OFFENSES

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Examples of Class A, B and C Offenses include, BUT ARE NOT LIMITED TO, the following examples of conduct. Any conduct that is not hereinafter expressly identified as a Class A, B or C Offense, but which is deemed to interfere with the safe and enjoyable ride of the driver and/or students, or which violates any District student conduct policy, shall be considered a violation and reviewed by Building Administrator or designee, Transportation Supervisor, Transportation Supervisor's Administrator and/or Superintendent to determine the Class of the offense and the consequences thereof.

### **CLASS A OFFENSE**

1. Failure to follow the driver's instructions.
2. Failure to cross ten feet in front of the bus.
3. Riding on a bus other than the assigned route.
4. Boarding or exiting other than the assigned stop.
5. Harassment in any form.
6. Possession of a lighter or matches.
7. Standing while the school bus is in motion.
8. Use of obscene or profane gestures or language.
9. Throwing or shooting objects around the school bus.
10. Shouting, yelling, screaming, or excessive noise.
11. Tripping a student.
12. Blocking the school bus aisle.
13. Spitting.
14. Horseplay.
15. No eating, drinking or chewing on the bus.
16. Possession of squirt guns, water balloons, liquid containers of any type, shaving cream, or eggs. Possession of cap guns, or other obviously toy weapons.

### **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into Class A, B, or C offenses, depending on the severity of the incident. The consequences to be applied for Class A include:

#### **CLASS A CONSEQUENCES**

**First Offense:** Written warning or up to 1 day suspension of transportation privileges, written notification of parent/guardian, and in building disciplinary consequences if no suspension of transportation privileges.

**Second Offense:** 1-3 day suspension of transportation privileges and parent conference.

**Third Offense:** 3-5 day suspension of transportation privileges and parent conference. Must attend Safety Training Class.

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**Fourth Offense:** 5-7 day suspension of transportation privileges and parent conference. Must attend Safety Training Class with parent / guardian.

**Fifth Total Combined Offense:** Loss of transportation privileges for remainder of year.\*\*

Parent/Guardian has the right to request a conference to discuss the student's behavior before riding privileges are reinstated; however, reinstatement of bus riding privileges will be the decision of the administration.

### **CLASS B OFFENSE**

1. Threatening the school bus driver.
2. Interfering with bus driver and/or bus aide, a police officer, District administrator, or safety supervisor.
3. Use of tobacco.
4. Ignition of any type of fire, including matches and lighters.
5. Physical aggression, or the threat of physical aggression, against another person.
6. Fighting.
7. Theft or robbery.
8. Possession of a pyrotechnic device.
9. Possession of a look-a-like weapon.
10. Tampering with emergency equipment including 8 light system, radio, and emergency exits.
11. Extending head, arms, or legs out of window while the bus in motion.
12. Chasing, or running beside, a moving bus.
13. Throwing or shooting an object, or objects, at the bus driver or out of the bus window.
14. Any offense that hinders the driver from the safe operation of the bus.
15. Bringing dangerous objects\* onto the school bus (other than weapons or flammable liquids.)
16. Riding while under suspension of transportation privileges.
17. Pushing or shoving another student in the school bus Danger Zone.
18. Willful damage to property at the school bus stop.
19. Willful damage to the property of other students.
20. Unacceptable sexual conduct.
21. False identification or refusal to provide the driver with the student's name.
22. Failure to follow safe crossing procedures.
23. Vandalism of the school bus.

\*Dangerous object by use, not necessarily by design.

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## **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into Class A, B, or C offenses, depending on the severity of the incident. The consequences to be applied for Class B include:

### **CLASS B CONSEQUENCES (Serious)**

First Offense: 1-5 day suspension of transportation privileges, written notification of parent/guardian, and in-building disciplinary consequences if no suspension of transportation privileges.

Second Offense: 3-5 day suspension of transportation privileges and parent conference.

Third Offense: 10 day suspension of transportation privileges and parent conference. Must attend Safety Training Class.

Fourth Offense: 30 day suspension of transportation privileges and parent conference. Must attend Safety Training Class with parent / guardian.

Fifth Total Combined Offense: Loss of transportation privileges for remainder of year.\*\*

### **CLASS C OFFENSE**

1. Possession of a handgun, knife, or other weapon.
2. Possession of ammunition.
3. Detonation of a pyrotechnic device on the school bus.
4. Possession of alcohol or non-prescription drugs.
5. Assault on the school bus driver.
6. Attempting to ride on the outside of the school bus.
7. Bringing a flammable liquid onto the school bus.
8. Pushing or shoving another student at, or near, a moving school bus.
9. Running out in front of a moving school bus.
10. Violent assault on another student.
11. Tampering with, or vandalism (in excess of \$50) of, the school bus.
12. Opening any emergency exit, or exiting, or attempting to exit, from a moving school bus.

## **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into Class A, B, or C offenses, depending on the severity of the incident. The consequences to be applied for Class C include:

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### **CLASS C CONSEQUENCE (Most Serious Offenses)**

First Offense: Loss of bus service for the remainder of the school year.\*\*

**Incidents that are classified as a serious threat, violent or assault will result in the student losing riding privilege for the next day. The driver will contact the Transportation Supervisor and parent(s)/guardian(s) immediately. The Transportation Supervisor will contact the appropriate administrators at the school and district.**

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense will be applied.

Each student when required to attend a District school bus safety class must successfully demonstrate knowledge of the school bus safety competencies required under the Lake Forest School District School Safety Program within 5 school days following the completion of any suspension of transportation privileges. Failure to attend school bus safety class, or failure to demonstrate knowledge of the required school bus safety competencies, shall result in denial of transportation until the student has successfully completed the class and demonstrated the required competencies.

The Safety Training Class will be coordinated by the School Principal or their designee. Under normal circumstances students will not be allowed to attend safety class more than two times.

\*\*Loss of transportation for the remainder of the year is classified as a minimum of 60 school days. In the event of less than 60 school days left, the remainder of the suspension will be served in the subsequent year.